

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 2174

TITLE: GRAPHIC ARTIST II

GRADE: S-15

DEFINITION:

Under supervision to perform responsible and specialized work in the creation and development of graphic arts material for instructional purposes or for public presentation; to supervise printing operation; and to perform related work as required.

TYPICAL TASKS:

Prepares a variety of material for reproduction;
Creates drawings, graphs, diagrams and sketches for reports and displays;
Edits and lays out printed reports;
Plans and lays out covers for reports, manuals and other documents;
Prepares headlines for bulletins and reports;
Originates and draws cartoons;
Designs and makes illustrative material from statistical data;
Advises administrative personnel in the creation and use of graphic material for publication or presentation to various groups;
Trains Graphic Artists I;
Supervises and participates in print shop operation;
Orders paper and supplies;
Recommends purchase of major items of equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of preparing and presenting art work for instructional, publication, and conference use;
Considerable knowledge of modern methods, equipment and materials used in developing finished art work.
Ability to advise administrators, teachers, and other staff personnel on the development and utilization of graphic arts material.
Skill in the use of all types of media pertaining to art.

EMPLOYMENT STANDARDS:

Graduation from high school and three years of experience on commercial art work; or completion of an accredited course in general art work; or three years experience as a Graphic Artist I.